

~~CONFIDENTIAL~~

2746/9
30 December 1982

MEMORANDUM FOR: Chief, Logistics Services Division
Office of Logistics

FROM:
Acting Executive Officer, DDA

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SUBJECT: Official Transportation During Snow Emergencies

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REFERENCE: Your Memo, dtd 16 Nov 82

1. In response to referent, attached is an updated listing of individuals in the Directorate of Administration (DA) who might require official transportation during snow emergencies. An effort has been made to limit the listing to those individuals who are absolutely essential to the continuing operation of the Agency.

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2. Not included in the attached listing are personnel from the Offices of Communications, Information Services, Logistics, Security, and Training and Education. These Offices advised that they have no requirements for official transportation during snow emergencies (the Office of Security has established its own emergency staffing procedures).

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3. Each DA Office has been advised that its designated contact officer will be notified in the event the transportation plan is implemented. The contact officer will in turn notify the individuals on the list. Those individuals who would require transportation would then contact your office on extension and request the service.

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Attachment

EO/DDA/ba(30Dec82)

Distribution:

- 0 - Adse w/att
- 1 - DDA Subj w/att
- 1 - DDA Chrono w/o att
- 1 - ODDA Duty Book w/att
- 1 - EO Chrono w/att



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